

# Standards Committee



## Claire Sinay, Chair

Tuesday, June 14, 2011  
9:00 am to 11:00 am  
Area Agency on Aging/Care Directions  
1366 East Thomas Road, Phoenix  
Ground Floor, Conference Room

4041 N Central Ave, 14<sup>th</sup> Floor  
Phoenix, AZ 85012-3329  
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## Meeting Minutes

**Committee Members** *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Claire Sinay	AT	Debby Elliott <i>alt: Philip Seeger</i>	AT	Deborah Frusciano <i>alt: Kimberley Bickes</i>	EX	Eric Moore
EX	Jennifer Lewis	AT	Randall Furrow				

## Guests

Mandee Rowley

## Administrative Agent Staff

Kenneth Leighton-Boster      Carmen Batista      Jen Hawkins

**Support Staff:** John Sapero

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## Welcome, introductions and declarations of any conflicts-of-interest

Claire Sinay called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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## Determination of quorum

Quorum was established with four of six members in attendance at approximately 9:15 am.

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## Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the March 8, 2011 meeting. No corrections were voiced.

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**Administrative Agent update**

Kenneth Leighton-Boster discussed:

- HRSA has not announced GY 2011 Grant awards yet; this is impacting the implementation of some Part A activities

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**Committee Chair update**

No comments were voiced.

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**Review of Quality Management Program Data**

Kenneth Leighton-Boster reviewed the Phoenix EMA Baseline Data Report for Grant Years 2009-2010, and Compliance with Selected Planning Council Client Level Desired Outcome Targets. Kenneth answered general questions regarding the findings of the report.

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**Revisions to Standards of Care**

Kenneth Leighton-Boston provided an overview of HRSA's new Part A Program Standards. Kenneth related that the Administrative Agent's office completed a day-long review of the standards to identify how the Phoenix EMA would need to adjust local standards to comply with the new HRSA standards. Kenneth reviewed the suggested changes with the meeting participants.

**Mental Health Services**

**MOTION:** Randall Furrow moved to accept the changes as presented. Debby Elliott seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

**Medical Nutritional Therapy Standards of Care**

**MOTION:** Randall Furrow moved to accept the changes as presented. Debby Elliott seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

## **MEETING MINUTES** *continued*

### **Substance Abuse Services**

**MOTION:** Randall Furrow moved to accept the changes as presented, with a later review/discussion of acupuncture services. Debby Elliott seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### **Discussion of agenda items for the next meeting**

In addition to the recurring agenda items, the committee determined the following:

#### **Agenda Items**

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Continued review of standards of care

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Review of the committee's three-year action plan

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### **Action Items to be completed by the next meeting**

<b>Task</b>	<b>Assigned To</b>

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### **Current events summaries**

Debby Elliott announced that new staff had been hired at Care Directions.

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### **Call to the public**

No comments were voiced.

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### **Adjourn**

The meeting adjourned at approximately 10:27 am.